



## King County

### SPECIAL PROJECTS MANAGER II DEPARTMENT OF TRANSPORTATION/DIRECTOR'S OFFICE

Annual Salary Range: \$71,376 – \$90,473

Job Announcement: 05DP4985

OPEN: 2/28/05 CLOSE: 3/7/05

**WHO MAY APPLY:** This position is open to Department of Transportation employees who are career service employees or current probationary employees who attained career service status in a previous position.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: 201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104 or hand-delivered to Career and Employment Center at 201 S. Jackson Street, Floor 1A. Applications materials must be received **by 4:00 p.m. on the closing date.** (Postmarks are NOT ACCEPTED.) Contact Delanie Peterson at (206) 684-1607 or [delanie.peterson@metrokc.gov](mailto:delanie.peterson@metrokc.gov) for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time, specified above, will not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](#), resume, letter of interest detailing your background and describing how you meet or exceed the requirements are **required**.

**WORK LOCATION:** King Street Center, 201 S. Jackson St., Seattle, WA.

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally 8:00 a.m. – 5:00 p.m. Monday through Friday.

**PRIMARY JOB DUTIES INCLUDE:** This position is responsible for coordinating, developing and implementing multiple intra-department projects, department level projects that have Countywide ramifications, and Countywide projects. Responsibilities involve facilitating inter-agency, inter-jurisdictional or multi-disciplinary agreements and implementing projects related to agreements. Define departmental needs and work with divisions and department staff to develop and/or make recommendations that may direct the negotiation and implementation of transportation programs. Resolve problems presented by difficult clients or constituents. Handle politically sensitive inquiries about the program or work being done. Perform research, analysis, planning, policy or program development and/or coordination and make necessary recommendations. Establish program and project goals and objectives. The position reports to the Deputy Director in the Department of Transportation Director's office. Other duties include:

- Develop and implement strategic standard business practices for the department to ensure appropriate, timely and professional completion and compliance with County and department requirements and assignments.
- Serve as department representative and liaison on a variety of intra and inter-department and inter-agency programs and committees.
- Coordinate review and management of major issues for the department. Facilitate steering and ad hoc committees to determine what information and data is required for analysis, planning, policy development, tracking, reporting and implementation.

- Coordinate and implement the department's All Hazards Response Plan using the National Incident Management System and Unified Command System, which include establishing the emergency chain of succession, duty officer assignment, management and staff training, and quarterly exercise drills.
- Coordinate and participate in the strategic planning, design and implementation of a redevelopment project for the King County International Airport.
- Coordinate assignments, work products and meetings with Management staff, Executive office staff, consultants, current and prospective tenants, and a variety of stakeholder groups.
- Develop and implement an outreach plan for department director in order to enhance employee morale, employee involvement and exposure with the director.
- Develop communications program to build and maintain positive intra-department relationships.

**QUALIFICATIONS:** Bachelors degree in Public Administration, Communication, Political Science, or other related field or the equivalent combination of experience and education. Minimum of two years developing strategic plans and facilitating groups in a governmental setting.

- Demonstrated experience in department level management and project management experience.
- Demonstrated skill in dealing with confidential information and political ramifications.
- Detailed knowledge of all divisions within the Department of Transportation.
- Demonstrated skill in publication processes, research methods and techniques, customer relations.
- Experience in presentation methods and techniques, communication tools, project management techniques and principles.
- Knowledge of public policy process, community and regional issues and leaders, public opinion process, government process and structure for local and regional agencies,
- Demonstrated experience in negotiating and/or facilitation skills and knowledge of regulatory and legal requirements associated with position responsibilities.
- Proven ability to be highly organized and detail oriented.
- Demonstrated skill in Microsoft Access, Microsoft Excel, Microsoft Word and Microsoft Outlook.
- Proven ability to organize and facilitate groups with a strategically developed plan
- Demonstrated ability to work effectively with diverse individuals; critical thinking necessary to conduct policy and program analysis

**SELECTION PROCESS:** Applications will be screened for clarity and completeness. The most competitive applicants may be invited to participate in a series of interviews.

**UNION MEMBERSHIP:** A union does not represent this position.

**CLASS CODE: 2502200**